**The Board of Governors of the Licensed Architects**
**Landscape Architects and Interior Designers of Oklahoma**
**P. O. Box 53430**
**Oklahoma City, OK 73152**
**(405) 949-2383**

**M E M O R A N D U M**

**TO: ALL RECIPROCAL REGISTRATION APPLICANTS-Interior Designers**

**FROM: JEAN WILLIAMS, EXECUTIVE DIRECTOR**

**RE: RECIPROCAL APPLICATION PROCESS AND REQUIREMENTS**

Enclosed is an application for individual registration. Please attach a 2" x 3" black and white photograph (passport quality) to the application and return two checks to us (in certified funds) in the amounts ($100) (for the application) and ($225) (for the registration fee). **Make checks payable to: Oklahoma Board of Architects.** If you wish to apply through NCIDQ: complete only pages 1 and 4 of the Oklahoma application, the Act & Rules Exam and follow NCIDQ's instructions. **When contacting NCIDQ make sure that they check your file, as it must contain current registration/license information for either your initial state of registration or licensure or your state of residence.** If you wish to apply by direct reciprocity through your base state registration or your state of residence, complete the entire application. Please make sure that the following information is forwarded DIRECTLY to us:

**Transcript** indicating accredited professional degree or its equivalent in interior design. This must be sent directly from the University to our Board office. Copies " issued to student" will not be accepted unless it is in a sealed envelope from the institution.

**Training References** (application-page 5) (also see section 55:10-5-9-e); Please fill out the enclosed work verification form(s) and forward them to your employer(s), they in turn must submit them directly to this office. You may make additional copies as needed. This information may be available from your state board file, in which case you must contact your board and have them forward this information directly to our office.

**Completed Certification Form** including grades must be submitted. This information must include confirmation of a current registration/license with an expiration date, examination grades and date passed, whether or not any grades were modified, and that derogatory remarks are or are not in your file. If your file contains derogatory remarks, please authorize your state to send this information to us directly.

ADDITIONALLY, YOU WILL BE REQUIRED TO TAKE AND PASS AN EXAMINATION ON THE STATE ARCHITECTURAL AND INTERIOR DESIGNERS ACT AND RULES.

**http://www.ok.gov/InteriorDesigners**

Your application will be processed as soon as all documents are received. Normal approval time is approximately two (2) weeks once all completed material/information is received. All questions should be directed to the Board office at the above address and telephone number.

All registrations will expire June 30, 2009 unless renewed

The State of Oklahoma

# THE BOARD OF GOVERNORS OF THE LICENSED ARCHITECTS LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS OF OKLAHOMA

PO Box 53430
Oklahoma City, OK 73152
(405) 949-2383

## application for interior designer registration

| | | | |
|---|---|---|---|
| Email address | | Social Security Number | - - . |
| Name in Full | | | Date |
| Business Address | Firm Name<br>Street<br>City<br>Telephone | State | Zip |
| Residence Address | Street<br>City<br>Telephone | State | Zip |
| Address for Correspondence | ☐ Residence | ☐ Business | |
| Citizenship | ☐ US | ☐ Foreign Country of _____ | |
| Birth Date | Birth Place | | |

*I hereby apply for registration as an interior designer by the following method:*

| | | | |
|---|---|---|---|
| ☐ Directly through base state | Duration of residency in State | Years | Months |
| ☐ By reciprocal Registration through NCIDQ Certificate | NCIDQ Cert. No. | State of Regis: | No: |

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, give details. (Attach a separate sheet if necessary)

Have you ever been registered in Oklahoma? ☐ Yes ☐ No

If yes, my registration number was:

**The State of Oklahoma**

Name in Full

A. Educational Background

| Preparatory Schools, High Schools | Dates of Attendance | | Grades Completed |
|---|---|---|---|
| | From | To | |
| | | | |
| | | | |

| Colleges, Universities, Technical Schools<br>*Attach Original Transcript* | Dates of Attendance | | Degrees |
|---|---|---|---|
| | From | To | |
| | | | |
| | | | |
| | | | |
| | | | |

Travel, Continuing Education, Research, Publications

B. Interior Designer References

Name three professional references who are personally acquainted with your professional abilities. Give complete addresses.

**DO NOT** list present employers, fellow employees, present partners or relatives.

Name/Address

Name/Address

Name/Address

Name in Full

## C. Practical Experience

| Full name and complete current address of employer<br><br>(Begin with first employer and include military and others)<br><br>(Please list part-time & full-time separately) | Dates of Employment<br><br>Give Month, Day and Year | Total Time Employed | | Check Appropriate Experiences | | | |
|---|---|---|---|---|---|---|---|
| | | Part Time * | Full Time | General practice of interior design | Teaching and research | Public service | Other – Explain ** |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |
| | From | Yrs. | Yrs. | | | | |
| | To | Mos. | Mos. | | | | |

*If part-time work is noted, state average number of hours per week. ** If “other” kinds of work are noted, describe.

## The State of Oklahoma

Name in Full

D. Affidavit and Notarization

I swear that neither I nor a firm, association, corporation or partnership, which I am affiliated with, have performed or contracted to perform interior designer services of any kind prior to the Board of Governors of the Licensed Architects, Landscape Architects and Interior Designers of Oklahoma issuing a registration to practice interior design within the state of Oklahoma and, where applicable, a certificate of title to the firm, association, corporation or partnership. The undersigned, being duly sworn, upon his/her oath deposes and says that he/she is the person making the foregoing statements and that they are made in good faith and are true in every respect.

Signature of applicant

In the event you can not truthfully sign the statement above, attach an explanation and describe the services performed in detail.

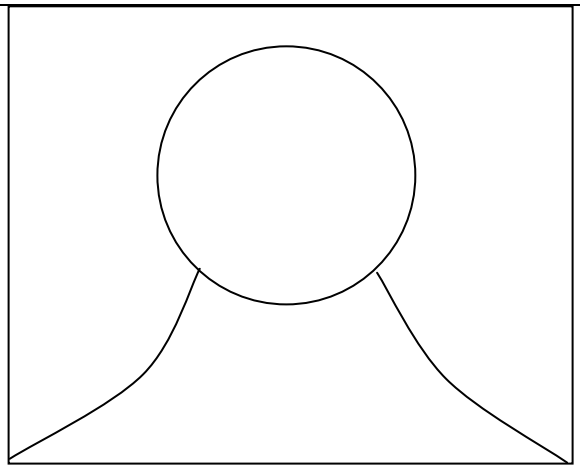
State of:

County of:

I, _____
a Notary Public in and for said County, in the State aforesaid, DO HEREBY CERTIFY that

_____
Personally know to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day in person, and acknowledge that they signed, sealed and delivered the said instrument as their free and voluntary act, for the uses and purposes therein set forth.

GIVEN UNDER MY HAND AND NOTARIAL SEAL
THIS DAY OF , 20



**Affix Photo Here**
Bust Only
Approximately 2 1/8 X 2 ¾”

NOTARY PUBLIC

MY COMMISSION EXPIRES

NOTARIAL SEAL

# Board of Governor of The Licensed Architects, Landscape Architects and Interior Designers

P.O. Box 53430, OKC, OK 73152

Name Date

Applicant's Current Address

Is/Was Employed with the Firm of

Address of Firm

Which Rendered those Services Indicated by an "X"
□ Architecture □ Planning □ Interior Design
□ Engineering □ Construction □ Construction Management
□ Landscape Architecture □ Other (Explain on Separate Sheet)

Position of Supervisor □ Architect □ Landscape Architect □ Engineer or Planner
□ Interior Designer If Other, Please Explain

| Dates of Employment | | | | | | Length of Time | | | Check Appropriate Experiences in Hours | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | In the Position Of | | General Practice of Landscape Architecture | | | | | | | | | | | |
| From | | | To | | | Full Time | Part Time (Less then 35 Hrs/Wk) | | Employee | Other (Explain) | Programming-Client Contact | | Schematic Design | Contract Administration | Code Research | Design Development | Contract Documents | Prof Practice | Other | | | |
| Day | Month | Year | Day | Month | Year | ✓ | ✓ | Hrs/Wk | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | |

Applicant's Authorization and Release – This release must be signed before sending this form to Employer.

I hereby authorize the Board of Governors of the Licensed Architects, Landscape Architects and Interior Designers of Oklahoma to make inquiries of the person listed as a reference on this form with respect to my background and character. I invite full and complete response to all inquiries. I release the reference from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Board of Architects and Interior Designers by the reference.

Signed _____ Date _____

Applicant Complete Above this Line

The above person has made application to this Board for a registration as an interior designer in the State of Oklahoma. He/she has given your name as a reference and as one who knows his work, ability, reputation and personal character. We request your assistance in completing this form, with sincere and conscientious consideration f the need for objective appraisal of the applicant's ability and his potential to practice interior design.

A. The dates of Employment as shown above are correct. Yes ☐ No ☐ If no, please clarify

B. The applicant worked under the direct supervision of individuals indicated. Yes ☐ No ☐ If no, please clarify

C. The experiences checked by the applicant for the dates of employment shown are correct. Yes ☐ No ☐ If no, please clarify

D. Please indicate, to the best of your knowledge, the applicant's ability in the experiences indicated above by placing an "X" in the appropriate spaces below. If "Unsatisfactory" box is checked please submit a letter of explanation with this form.

| Engineer or Planner | Excellent | Satisfactory | Marginal | Unsatisfactory | Not Qualified to Answer |
|---|---|---|---|---|---|
| Technical Competence | | | | | |
| Professional Integrity | | | | | |

(Person supplying information above, please complete the following relative to yourself. Please type.)

Name of Person Completing this half form

Jurisdiction(s)/Dates(s) of Registration(s) and Type of Registration

Position in above firm

Name of Current Firm Position in Current Firm

Signature _____ Date _____

# OKLAHOMA STATE LAW AND RULES EXAMINATION FOR ARCHITECTS, LANDSCAPE ARCHITECTS AND INTERIOR DESIGNERS

This is an open book examination of the Oklahoma State Architectural Act and the corresponding Rules. Please mark (T) for true or (F) for false on the provided lines. Seventy-five (75%) percent of the answers must be correct for a passing score.

## True or False

_____1. Continuing education reinstatement penalty is $500.00 per year of noncompliance.

_____2. If the Registrant exceeds the continuing education requirements in any renewal period, the Registrant may not carry any CEU's forward into the subsequent renewal period.

_____3. Contact hour as used in continuing education requirements means not less than 60 minutes.

_____4. The Board will not pre-approve CEU courses prior to the audits.

_____5. It is the responsibility of the CEU presenter to submit certificates of participations to the Board for CEU credit.

_____6. Beginning with applications for renewal of licenses which expire on June 30, 2001, each Registrant shall have completed 24 CEU's of acceptable continuing education requirements during the two-year period immediately preceding the biennial renewal date as a condition for license renewal.

_____7. Teaching of instructing a qualified presentation approved by the Board shall constitute two CEUs for each hour spent in the classroom.

_____8. Unlicensed persons cannot hold ownership in architectural or landscape architectural firms or corporations in the State of Oklahoma.

_____9. An applicant for initial registration as an architect in Oklahoma shall be a person of good moral character and not less than 21 years of age.

_____10. In Oklahoma, no license or renewal shall be issued or renewed for longer than two (2) years.

_____11. Responsible control means that you are employed by an architect in good standing with this Board to practice architecture.

_____12. Any AIA or ASLA continuing education courses will be automatically accepted by the Board, no matter what the subject matter.

_____13. Diversified landscape architectural experience under responsible control of a licensed architect or engineer counts 50% credit toward training experience.

_____14. An unlicensed person cannot use the title Architect or Landscape Architect or advertise any title or description tending to convey the impression that the person is a licensed Architect or Landscape Architect in the State of Oklahoma unless they are duly licensed.

_____15. Emeritus readmission to active practice without re-examination must occur within five years of acquiring emeritus status.

_____16. "Assembly Hall" means included, but not limited to, all buildings or portions of buildings used for gathering together 20 or more persons for such purposes as deliberation, worship, entertainment, amusement, or awaiting transportation.

_____17. The seal of a licensed Architect shall contain his/her name, Oklahoma registration number, city, state and the words, "Licensed Architect, State of Oklahoma." The handwritten date that accompanies the signature signifies the date that the documents were signed.

_____18. All registered Architects and landscape Architects are required by law to report violations of the Oklahoma State Architectural Act or its Rules.

_____19. Each separate violation of the Act, rule, regulation or order issued by the Board, may constitute a separate offense for which a civil penalty may b assessed.

_____20. No retakes of unpassed sections of the exams will be permitted after July 1, 2002.

_____21. The Oklahoma Board is bound to be totally compliant to the documents adopted by CLARB and NCARB as long as they accept their reciprocity.

_____22. All State of Oklahoma buildings are exempt from the State Architectural Act.

_____23. Roofing projects for schools for $50,000-$100,000 are exempt from the State Architectural Act.

_____24. Seals, signatures and dates are not required on CAD generated drawings.

_____25. The Board may only assess penalties on Architects and Landscape Architects licensed in the State of Oklahoma.

_____26. An Architect licensed in another state may use their seal in Oklahoma as long as they are NCARB certified.

_____27. Entities shall notify the Board office within 90 days of any and all changes that affect the Certificate of Authority.

_____28. Loss of NCARB and CLARB certifications for reciprocal licensees is grounds for violations and penalties.

_____29. Conviction of a felony must be directly tied to the State Architectural Act in order to affect your licensure status.

_____30. Aiding and/or abetting unlicensed practice of architecture or landscape architecture are grounds for violations and penalties only after construction on the project has started.

_____31. A Board member shall not discuss with any person, any facts or circumstances concerning any investigation or formal complaint prior to holding a formal hearing, except in a Board meeting or with the Board's attorney.

_____32. All disciplinary actions where the Registrant or entity has been convicted, pled guilty or nolo contendere to a violation of the Act or Rules, shall be publicized to the public and profession with their name, license or certificate of authority number and the city and state on the Board's records.

_____33. It is illegal to copy any documents or programs from the employer's files without expressed written consent by the employer.

_____34. Churches and non-profit organizations are exempt from the State Architectural Act.

_____35. An Architect or Landscape Architect registrant may not participate in political campaigns.

_____36. Emeritus persons may be readmitted to the active practice of their respective professions without reexamination upon proper application with seven years of acquiring emeritus status.

_____37. The Oklahoma rules for licensure and practice direct registrants to comply with the rules and regulations in any jurisdictions in which they are registered.

_____38. All Board members are compensated for their time and service on the Board.

_____39. Either the cover sheet or the index page of specifications must bear the registrant's seal, signature, and the date.

_____40. The Architect, landscape Architect or entity contracting to provide services shall disclose whether or not they carry liability insurance or are bonded.

_____41. The use of names of deceased partners in a firm name is not permitted.

_____42. The Oklahoma Board will review any section of a test for a $100.00 fee.

_____43. The Board may not consider past disciplinary action taken against a registrant in any subsequent proceeding.

_____44. An Architect, Landscape Architect, or entity shall retain a copy of all technical submissions produced for a minimum of 15 years following the date of preparation.

_____45. If submissions are retained by electronic means, they shall be updated into current versions so they are accessible at all times and can be printed out in a legible format.

_____46. A quorum of the Board of Architects, Landscape Architects & Interior Designers shall consist of five Board members but official action may not be taken upon any questions unless four members vote in accord.

_____47. The Board retains passing examination scores as a permanent record. Less than passing scores are retained for only six years from the first sitting for the exam.

_____48. Licensure as a Landscape Architect in Oklahoma occurs after the successful completion of two examinations: The CLARB exam and an exam on the Act and Rules.

_____49. A Registrant, whose license was suspended or revoked for cause, may not apply for reinstatement for at least six months.

_____50. The Board Chairman determines whether there is probable cause to investigate potential violations of the State Architectural Act.

Please check each license that you hold:

_____Architect

_____Landscape Architect

_____ Interior Designers

Social Security Number_____

Please print your name_____